



27 January 2025

Our ref: FOI2024-85

Glenn Hamiltonshire

Via Email: foi+request-12505-2da9380a@righttoknow.org.au

Dear Glenn

FREEDOM OF INFORMATION REQUEST – DECISION FOI

On 8 December 2024, you sought access under the *Freedom of Information Act 1982* (FOI Act) to:

The Style Guides/Brand Guides/Writing Guides currently used for the Commonwealth Scientific and Industrial Research Organisation.

On 10 December 2024, you agreed to extend the deadline for a decision until 28 January 2025, in recognition of the disruption caused to our usual workflow by the holiday period. I appreciate your cooperation.

I have identified **6** documents relevant to your FOI request.

Decision maker

I am an authorised decision maker under section 23 of the FOI Act. This letter sets out my decision and reasons for the decision in relation to your application.

Decision

I have decided to release all documents to you, in full. Please see the attached schedule at Attachment B for a list of the documents released to you.

Rights of Review

In accordance with section 26(1)(c) of the FOI Act, a statement setting out your rights of review under the Act is at Attachment A. I note, as my decision is to release all documents to you in full, your review would be limited to a review of searches.

Please do not hesitate to contact me at foi@csiro.au, if you have any questions.

Kind regards,

Decision maker

A handwritten signature in blue ink, appearing to read 'Mitchell Tucker', with a long, sweeping flourish extending to the right.

Mitchell Tucker
Legal Counsel
Authorised FOI Decision-Maker

Review rights

You are entitled to seek review of this decision.

Internal Review

Firstly, under section 54 of the FOI Act, you may apply for an internal review of the decision. Your application must be made by whichever date is the later between:

30 days of you receiving this notice; or 15 days of you receiving the documents to which you have been granted access.

An internal review will be conducted by a different officer from the original decision-maker. No particular form is required to apply for review although it will assist your case to set out in the application the grounds on which you believe that the original decision should be overturned. An application for a review of the decision should be addressed to:

FOI@csiro.au

If you choose to seek an internal review, you will subsequently have a right to apply to the Australian Information Commissioner for a review of the internal review decision.

External review by the Australian Information Commissioner

Alternatively, under 54L of the FOI Act, you may seek review of this decision by the Australian Information Commissioner without first going to internal review. Your application must be made within 60 days of you receiving this notice.

The Information Commissioner is an independent office holder who may review decisions of agencies and Ministers under the FOI Act. More information is available on the Information Commissioner's website www.oaic.gov.au.

You can contact the Information Commissioner to request a review of a decision online or by writing to the Information Commissioner at:

GPO Box 2999
Canberra ACT 2601

Complaints to Ombudsman or Information Commissioner

You may complain to either the Commonwealth Ombudsman or the Information Commissioner about action taken by CSIRO in relation to the application. The Ombudsman will consult with the Information Commissioner before investigating a complaint about the handling of an FOI request.

Your enquiries to the Ombudsman can be directed to:

Phone 1300 362 072 (local call charge)
Email ombudsman@ombudsman.gov.au

Your enquiries to the Information Commissioner can be directed to:

Phone 1300 363 992 (local call charge)
Contact Details Link: [Contact us | OAIC](#)

There is no particular form required to make a complaint to the Ombudsman or the Information Commissioner. The request should be in writing and should set out the grounds on which it is considered that the action taken in relation to the request should be investigated and identify CSIRO as the relevant agency.